



## CITY PLAN COMMISSION MINUTES

The City Plan Commission met on Tuesday, March 26, 2013 in the Third Floor Conference Room at City Hall, 828 Center Avenue. Chairperson Mayor Terry Van Akkeren presided.

Present: Mayor Terry Van Akkeren, Ald. Julie Kath, John Van Der Male, Don Cvetan, and Ryan Sazama

Excused: Todd Wolf and Jerry Jones

Staff present: Steve Sokolowski, Chad Pelishek and Janet M Duellman

Others: Laura Berchem (RLO Signs), DuWayne Hameister (American Orthodontics), Steven Schmitt (American Orthodontics), Brittney Rau (CrossFit), Steve Rau (CrossFit), Tim Roth (TR Service) and Erik Jensen (LJM Architects)

The meeting was called to order and the Pledge of Allegiance was recited.

### Approval of minutes of the March 12, 2013 meeting.

John Van Der Male moved to approve the minutes of the March 12, 2013 meeting, Ald. Julie Kath seconded.

The motion passed unanimously.

### Conditional Use Permit application by RLO Sign, Inc. to install a new monument sign with an electronic message center at Meals on Wheels located at 1004 S. Taylor Drive.

Laura Berchem was present to discuss this item.

Meals on Wheels will use the existing brick pillars but will replace the existing sign cabinet. The monument signage will be 6.5' x 12' with a LED Message Center (3.8' x 10') that will advertise Meals on face of the sign. The total height of the sign will be 8 ft.

Ryan Sazama moved, Don Cvetan seconded to approve with the following conditions:

1. Applicant shall obtain sign permit(s) prior to installation.
2. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
3. Applicant shall meet Sections 15.804(a) and (c) of the City of Sheboygan Zoning Ordinance relating to signage and pedestrian/traffic safety and sign timing/cycles. No signs containing flashing, intermittent or moving sections or intermittent or flashing lights shall be permitted.
4. Maximum height permitted for the monument sign is 8 feet high (top of sign to grade).

The motion passed unanimously.

### Conditional Use and variance application by Brittney Rau to operate CrossFit Sheboygan from 1310 Wisconsin Avenue.

Brittney Rau was present to discuss this item.

CrossFit Sheboygan would operate from the 2<sup>nd</sup> floor space in a large commercial building. Two–four classes will be held daily with two–five clients lifting weights and getting fit in a fun environment. The hours of operation will be 8 am to 8 pm M-F and 9 am to 1:30 pm on Saturdays.

The committee discussed ADA access to the gym. Steve informed the committee that they have been working with Jack Van Der Weele in Building Inspection to meet code.

Ald. Julie Kath moved, Don Cvetan seconded to approve with the following conditions:

1. Prior to construction, the applicant shall obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, occupancy, health, etc.
2. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, satellite dishes, etc.).
3. Applicant shall obtain sign permit(s) prior to installation.

The following variances were granted:

1. To have 0 parking spaces – A training facility one (1) space per every three patron seats or lockers (whichever is greater).

The motion passed unanimously.

Conditional Use Permit and variance application by TR Services to construct an addition to the existing facility located at 2010 Mayflower Avenue.

Tim Roth and Erik Jensen were present to discuss this item.

In March 2012, the Plan Commission approved a conditional use permit from TR Services to construct an addition to the northeast corner of their facility located at 2010 Mayflower Avenue. The applicant never constructed the proposed building addition. After further consideration, the applicant is proposing to build an addition to the front of their facility facing Mayflower Avenue. Applicant also informed the Plan Commission that the neighboring property to the north is permitting them to use additional parking spaces.

John Van Der Male moved, Ald. Julie Kath seconded to approve with the following conditions:

1. Prior to construction and operation, the applicant shall obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, fire, occupancy, etc.
2. Submittal and approval of a proposed storm drainage plan.
3. Submittal and approval of a proposed landscape plan.
4. If dumpsters are used, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility.
5. All ground level and rooftop mechanicals shall be screened and/or enclosed and constructed of like materials and colors of the facility (HVAC equipment, satellite dishes, etc.).
6. Outdoor storage of materials, products or equipment shall be prohibited.
7. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance. There shall be no spillover light onto adjacent properties or the streets.
8. All areas used for parking/maneuvering of vehicles shall be paved.
9. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
10. Applicant shall obtain sign permit(s) prior to installation.
11. If there are any amendments to the approved site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

The following variances were granted:

1. To have 3 parking spaces when 6 parking spaces are required.

The motion passed unanimously.

Site Plan Application by American Orthodontics to construct a parking lot addition at 3524 Washington Avenue.

DuWayne Hameister and Steven Schmitt were present to discuss this item.

American Orthodontics is proposing to increase on-site parking to ease mid-afternoon shift change challenges and to accommodate the future growth. The new parking spaces are being added at the northwest corner, southwest corner, southeast corner and the south and east property lines. The new site plan provides a total of 553 parking spaces.

Don Cvetan moved, Ald. Julie Kath seconded to approve with the following conditions:

1. Prior to construction, the applicant shall obtain all necessary permits and licenses including but not limited to building, plumbing, electrical, HVAC, fire, occupancy, hazardous materials, etc.
2. Submittal and approval of a proposed storm drainage plan.
3. Submittal and approval of a proposed landscape plan.
4. If dumpsters are used, the dumpster(s) shall be screened/enclosed and constructed of like materials and colors of the facility. If using chain link fencing, the applicant shall install Privacy Decorative Slatting (PDS) material in order to effectively screen and enclose the tanks.
5. Outdoor storage of materials, products or equipment shall be prohibited.
6. All new lighting shall be installed per Section 15.707 of the City of Sheboygan Zoning Ordinance (site lighting, building lighting, signage, etc.). There shall be no spillover light onto adjacent properties or the streets, except for those areas that received a variance.
7. All areas used for parking or maneuvering of vehicles shall be paved.
8. All areas that are not required to be paved shall be landscaped with grass and/or approved landscaping.
9. Any work within City of Sheboygan Public rights-of-way shall be discussed with the City Engineering Department and constructed to standard City specifications (including, but not limited to, new and old ingress/egress driveway openings, curb, gutter, sidewalk, pavement, utilities, street trees, median, etc.).
10. Applicant will provide adequate public access along Washington Avenue and S. Taylor Drive will take all appropriate actions to minimize the time period that these sidewalks/streets will be closed/affected.
11. If there are any amendments to the approved site plan, the applicant will be required to submit a new site plan and/or conditional use application reflecting those amendments.

The motion passed unanimously.

R.O. No. 299-12-13 submitting a petition for direct annexation by unanimous approval for DHP, LLC by David Heather.

DHP, LLC (David Heathers) is requesting to annex a .61 acre parcel at the southwest corner N. 36<sup>th</sup> Street and Wilgus Avenue. The parcel is located directly west of the Memorial Plaza and directly south of Van Horn Hyundai.

Ryan Sazama moved, John Van Der Male seconded to approve.

The motion passed unanimously.

Adjournment.

Being no further business, John Van Der Male moved, Ryan Sazama seconded to adjourn the meeting at 4:23 pm. Motion carried.

Janet M Duellman  
Recording Secretary